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File

14 November 1980

MEMORANDUM FOR: See Distribution

FROM : PB/NSC Coordinator

SUBJECT : DCI Pre-Brief for President-elect Reagan
Briefings

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1. The purpose of this memorandum is to confirm our discussion this morning with regard to a meeting with the DCI over the weekend to go over the material to be used in briefing President-elect Reagan next week.

2. Subject Pre-Briefs will begin at 0900 tomorrow, Saturday, 15 November in the DCI Conference Room. They will be held in accordance with the following schedule:

0900-1000 Iran-Iraq War; Iran Internal and Hostages;
Afghanistan; Middle East (General Issues)

1000-1020 Poland

1020-1040 Central America

1040-1115 Strategic Force Balance

1115-1145 NATO-Pact Balance

1145-1200 Soviet Economy

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3. The time frames noted above are for planning purposes only; obviously some subjects may be treated more quickly and others may take longer. Therefore, it is requested that individuals involved be available in their offices where they can be notified of any schedule changes. Should a schedule change be required I will contact the one individual with the lead responsibility and that individual will have the responsibility of contacting anyone else who is involved. (For the sessions tomorrow you may want to have one or two other individuals attend in order to answer any questions that may come up; however, we want to keep these Pre-Briefs as small as possible in order to get the most done in the least amount of time.)

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4. I will not be meeting with the DCI today to go over any graphics. Rather, when you submit your talking points this afternoon

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A you should append copies of any graphics which you have suggested in the margin. [redacted] have been in touch with many of you on the subject of graphics already; please feel free to contact them directly to coordinate on this subject. [redacted]

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A [redacted] 25X1A

A Distribution:

A [redacted]
Rae Huffstutler

A cc: Bruce Clarke
Dick Lehman
Helene Boatner

[redacted] 25X1A

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